

Minutes of the Personnel Committee

Tuesday, May 4, 2004

Chair Paulson called the meeting to order at 1:00 p.m.

Present: Supervisors Duane Paulson (Chair), Tom Bullermann, Bob Thelen, Bonnie Morris, and Jim Jeskewitz. **Absent:** Jeff Morris and Genia Bruce.

Also Present: Legislative Policy Advisor Dave Krahn, Chief of Staff Lee Esler, Chief Judge Kathryn Foster, Employment Services Manager Sue Zastrow, Senior Financial Analyst Mike Baniel, District Attorney Paul Bucher, Corporation Counsel Tom Farley, Principal Assistant Corporation Counsel Linda Saafir, Kaiser Group Program Coordinator Melony Howard, Principal Human Resources Analyst Terri Sgarlata, and Labor Relations Manager Jim Richter.

Announcements

Dwyer congratulated and thanked the committee for accepting their committee assignments. He looks forward to a progressive two years. He noted that his door is always open. He asked that if you cannot attend a meeting or will be late to please contact Chair Paulson or the County Board Office.

Paulson said some of the issues to be taken up during this two-year term include establishing salaries for elected officials and approving pay adjustments for temporary and seasonal employees. Paulson said this committee has oversight of the County Clerk, County Board, County Executive, and Corporation Counsel's offices, and the Human Resources Division. The committee reviews quarterly reports on Worker's Compensation Claims and annual reports on non-represented employee evaluations and rewards, grant funded/sunset positions, and relative hires. In September, the committee reviews and considers the "positions" ordinance (which includes abolishing and creating new positions). In October, the committee will review proposed operating budgets for which they have oversight of. Paulson welcomed any future agenda items and the committee will be receiving educational presentations as well.

Schedule Next Meeting Dates

May 18th

Executive Committee Report

Paulson advised of the following issues discussed at the last Executive Committee meeting.

- A tax intercept appeal for \$20 was heard but not granted.
- Discussed an ongoing UW-Extension federal grant for the Saratoga, Whittier, and White Rock schools.
- Heard the 2003 annual report of the Federated Library System. One issue that will come up in the future is whether or not non-library communities should pay for capital costs of library communities. An ordinance will be forthcoming.

- Heard an internal audit report on the Environmental Health Licensing Program with regards to restaurants and food service inspections, etc. Computerization problems are being addressed.
- The National Association of Counties (NACo) conference will be held July 16-20 in AZ.

Elect Secretary and Vice Chair

MOTION: Jeskewitz moved, second by B. Morris to elect Bruce as vice chair. Motion carried 5-0.

MOTION: Bullermann moved, second by Jeskewitz to elect B. Morris as secretary. Motion carried 5-0.

Ordinance 159-O-008: Establish Pay for Clerk of Juvenile Court

Zastrow said the current Clerk of Juvenile Court is retiring in June. Over the years, duties such as business continuity, budgeting, and strategic planning have gone to the business office in Circuit Court Services. Therefore, the job specification was revised and brought before the Job Evaluation Committee. JEC is recommending that the salary be modified from Open Range 10 (\$1,926.29 - \$2,364.25) to Open Range 8 (\$1,569.81 - \$1,926.15). JEC utilizes the Hay System which involves establishing pay ranges based on point values which depend on a position's duties and responsibilities. Zastrow noted that sometimes market conditions dictate that a position be placed in a higher or a lower pay range. Zastrow advised that Open Range 10 is 351-400 points and Open Range 9 is 301-350 points. This position was previously evaluated at 353 points and just recently it was re-evaluated at 298 points – Open Range 8.

Foster requested that the committee consider an amendment to the ordinance and that this position be placed in Open Range 9. She gave historical background on the position and she discussed her justification for the amendment including that it just missed Open Range 9, the stand-alone nature and uniqueness of the Juvenile Center, and that the Hay System does not recognize this position's supervisory duties. She said it's also important they attract and retain the right person. Paulson said it was unfortunate but he was hesitant to support Foster's request due to consistency issues and the integrity of JEC. Bullermann asked if it could be returned to JEC for reconsideration. After further discussion and given a few options, Foster said she preferred Bullermann's suggestion even though it would delay recruitment. Zastrow said returning it to JEC doesn't necessarily mean the point total will increase. The job of the JEC is to evaluate a job as they see it – fairly, consistently and nonpolitical. But if they want to change the points based on additional information, they can choose to do so.

MOTION: Thelen moved, second by Jeskewitz to table ordinance 159-O-008. Motion carried 5-0.

Preliminary Discussion on the District Attorney's Request to Reclassify the Computer Services Coordinator Position

Bucher said the Computer Services Coordinator (CSC) position is scheduled to end soon. His office will be installing a State case management system and therefore, the CSC's duties have been and will continue to diminish. In 2003, the office created the Computer Forensics Unit as part of their budget objectives. When the CSC isn't working on case management, he's working on forensics. The unit is a partnership between his office and the Sheriff's Department. It's

stationed in his office and is staffed by one full-time detective from the Sheriff's Department and the CSC.

In 2003, Administration staff wanted to reclassify the CSC to a Computer Forensics Analyst. Bucher said he rejected the idea because at the time, the CSC was still doing mostly IT and case management work and not forensics work. The County Executive de-funded the position last year in an attempt to eliminate the CSC position and it is scheduled to end 30 days after the installation of the state system. Bucher said he knew at some point the CSC would be doing mostly computer forensics and when that became apparent he would request a reclassification.

The state is currently attempting to install the case management system but it's been delayed due to modifications to fit Waukesha County's needs. Bucher believes it will be up and running in August or September. Until then, the CSC is very busy with IT issues, now more than ever because he's guiding the installation process of the system and its modifications. He believes the CSC's duties will begin to diminish quickly sometime near the end of summer although the forensics duties will increase.

Bucher said as part of the 2005 budget process he will request a new position that the County Executive will more than likely not support. Bucher said he will also ask to reclassify the CSC position because there isn't currently a Computer Forensics Analyst position. Copies of the job spec were distributed. Esler said the process needs to begin right away because the Job Evaluation Committee needs to review the class spec and the whole process could take months. However, if the County Executive is opposed he will not allow his staff to go forward with this. So unless this committee directs staff to go forward, Esler doubts it will occur. This issue was discussed in length and it will be discussed further at the next meeting including how to proceed.

Discuss Committee Duties and Responsibilities as Contained in the County Code of Ordinances

Esler discussed the committee's duties and responsibilities as outlined in the County Code which include budget and policy oversight of certain departments, reviewing those departments' objectives and achievements, consider classification and compensation recommendations, consider new position requests and requests to abolish positions, recommend personnel policies on a countywide basis, establish parameters for the negotiation of wages and salaries for represented employees, propose changes in compensation and benefits for non-represented employees and elected officials, approve job specifications changes, etc. He explained the time-consuming positions / budget process in September and October and what this committee can expect in terms of workload.

Discuss Corporation Counsel Grant Application

Farley advised that in late February/early March they were approached by the Kaiser Group to participate in the Children's First Program. The program helps unemployed individuals ordered to pay child support find a job and it is connected to the Child Support Agency in his office and the courts. The program recently experienced some rather large state funding cutbacks. As a result, non-custodial parents ordered by the courts to do work searches and who live outside of this County are not being serviced by the program. This is primarily Milwaukee County parents who have children in Waukesha County and are not paying child support.

Farley said they have applied for a \$200,000 federal grant on behalf of the Kaiser Group. He noted a governmental agency is required to apply for the funds and be the pass-through agency. Approximately \$400,000 in grant funds is being made available and two programs, nationally, will be funded. Basically, this money will be used to reinstate the program to provide services in the surrounding counties, particularly Milwaukee County. If the funds are awarded, they will contract with the Kaiser's Group to provide the service for about 17 months. Farley said a 5% administrative fee will stay with the County. If the grant is awarded, an ordinance will come forward. To answer Esler's question, Farley said there are no conditions on the grant.

Closed Session

MOTION: Jeskewitz moved, second by Bullermann to go into closed session at 3:00 p.m. in accordance with Section 19.85 (1)(e) Wis. Stats. for the purpose of discussing collective bargaining issues associated with the AFSCME Master Unit Contract. Motion carried 5-0

MOTION: Thelen moved, second by Bullermann to return to open session at 4:00 p.m. Motion carried 5-0.

MOTION: Jeskewitz moved, second by B. Morris to adjourn at 4:00 p.m. Motion carried 4-0.

Recorded by Mary Pedersen, Legislative Associate.

Respectfully submitted,

Bonnie J. Morris
Secretary